# \*State Local Partnership Program (SLPP) Workshop

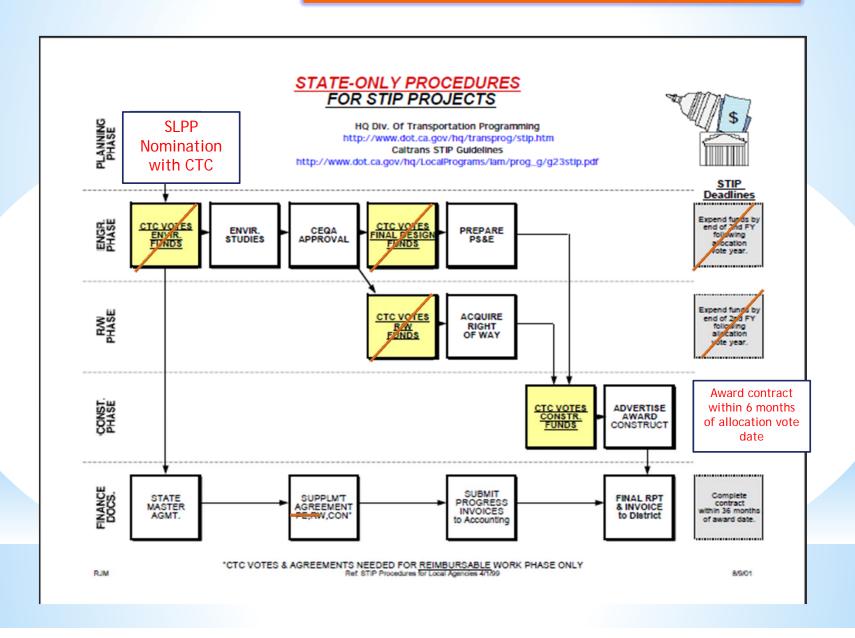
August 2012

# \*SLPP Process Overview

- Nomination
  - SMCTA will nominate the projects with the CTC directly.
- Allocation Process
  - Local Agency will allocate the projects through Local Assistance
  - Local Agency will execute a program supplement with Caltrans
- Award
  - Local Agency will award the project
  - Local Agency will provide quarterly reports to Caltrans thorough LA-ODIS
- Close Out
  - Local Agency will submit close out report to Caltrans

# \*State Process

#### DO NOT MIX IN ANY FEDERAL FUNDS TO YOUR SLPP PROJECT!



- What you need to Nominate
  - Project Program Request Form (PPR)
  - Local Road System Project Certification

R/W CON

✓ New Proj	ect	Amend	men	t (Existing P	roject)				Date:
District		EA		Project	ID	PPNO	MP	O ID	TCRP No.
County	Rou	ite/Corri	dor	PM Bk	PM Ahd	P	roject Sp	onsor/Le	ad Agency
						MP	0		Element
Project	Mgr/	Contact		Pho	ne		E-i	nail Addr	ess
roject Title	е								
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#### Service Life Strategy (Resurfacing, chip Facility (Pavement, (Years) seal, seal coat, drainage structure bridge, cut slope, restoration of existing The project listed above meets the following standards: . The type of work is eligible improvement to the local road system as legislated for the State Local Partnership Program (SLPP) in AB 268. . The project is a cost-effective project that supports the region's transportation planning goals by addressing the region's long-standing "fix it first" maintenance policy and commitment to maintaining and operating the regions existing local roadway and transit systems. The project consists of roadway rehabilitation, resurfacing, or reconstruction that is estimated to extend the useful life of the facility by at least 15 years. STATE OF CALIFORNIA . DEPARTMENT OF TRANSPORTATION ycle or pedestrian safety or mobility is estimated to have useful life of at PROJECT PROGRAMMING REQUEST DTP-0001 (REV. 6/11) Date: District County TCRP N existing safety or geometric aspect of the facility certifies the projects listed above meet the California State Proposed Total Project Cost Notes Component E&P (PA&ED) PS&E R/W SUP (CT) CON SUP (CT) TOTAL Fund No. 1: Program Code Proposed Funding Component 13/14 14/15 15/16 16/17 17/18+ Funding Agency Local Road System E&P (PA&ED) **Project Certification** R/W SUP (CT CON SUP (CT Fund No. 2: Proposed Funding **Project** Component Prior Funding Agency **Program** PS&E R/W SUP (CT) Request CON SUP (CT) Fund No. 3: Program Code

Funding Agency

13/14 14/15 15/16 16/17 17/18+ Total

LOCAL ROAD SYSTEM IMPROVEMENT PROJECT CERTIFICATION

Local Agency Letterhead

The City/County of \_\_\_\_\_\_ submits the following local road rehabilitation project for certification that the project is in compliance with California Transportation Commission guidelines.

(San Mateo County Transportation Authority-Nominating Agency)

PPR form is found at: http://www.dot.ca.gov/hq/transprog/ocip.htm



Select New Project Program Request

Note there are 2 tabs to fill out

Fund No. 2:

Component

E&P (PA&ED)

R/W SUP (CT)

CON SUP (CT)

PS&E

San Mateo County Measure A funds

12/13

Project Info Funding Info

Proposed Funding

14/15

- Project Information and schedule
- **Funding**

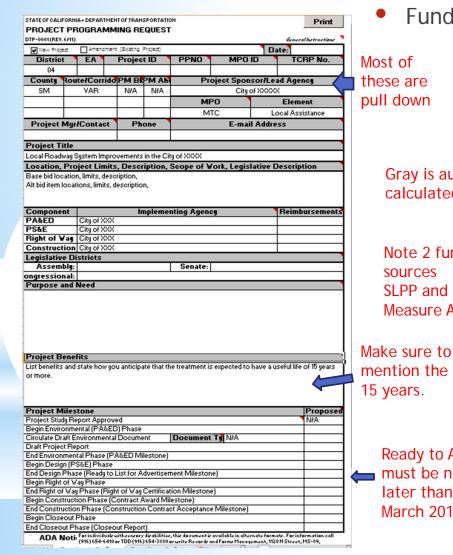
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Note 2 fund

sources

SLPP and Measure A



District	Cou	inty	Ro	ute	EA	Proje	ect ID	PP	NO	TCRP
04	SI	M	V	AR .						
Project Title:	Local Road	iway Syster	n Improver	ments in the	City of XX	XX				
		Pr	oposed T	otal Proje	ct Cost			•		Notes
Component	Prior	12/13	13/14	14/15	15/16	16/17	17/18+	Total	ĺ	
E&P (PA&ED)										
PS&E	-									
R/W SUP (CT)	*			***************************************						
CON SUP (CT)		***************************************						***************************************		
R/W	***************************************			***************************************	***************************************	***************************************	***************************************			
CON		1,000						1,000		
TOTAL		1,000						1,000		
1										
Fund No. 1:	SLPP Form	mula Funds	s - San Ma	ateo Coun	ty				Pro	gram Coo
			Propos	sed Fundir	ng					Maria Saran Company
mponent	Prior	12/13	13/14	14/15	15/16	16/17	17/18+	Total	Fun	ding Ager
E&P (PA&ED)									San Mateo	County SLF
PS&E		I								
R/W SUP (CT)									1	
CON SUP (CT)									1	
CON		500						500	1	
TOTAL		500						500	1	

Program Code

Funding Agency

17/18+

16/17

Ready to Ad must be no later than March 2013

Local Road System
 Improvement Project
 Certification

This should match up with the PPR and the Allocation request (shown later). Make sure to include alternate bid items.

Remember this should say min 15 years to comply with AB 268 eligible work.

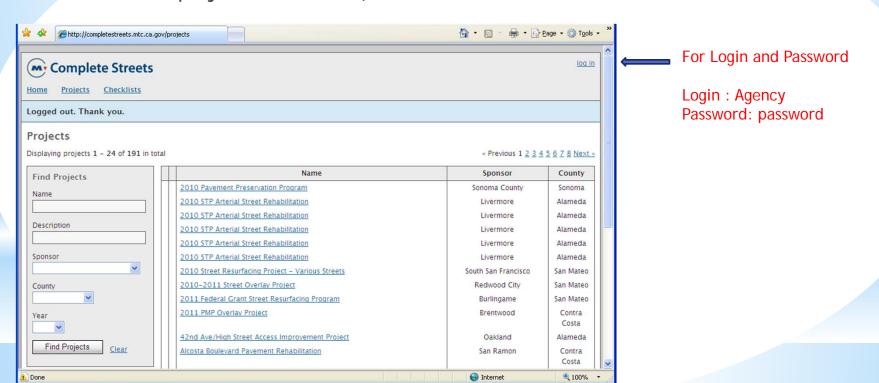
This is our form that is needed to certify the project. This is needed to comply with CTC SLPP guidelines.

#### LOCAL ROAD SYSTEM IMPROVEMENT PROJECT CERTIFICATION

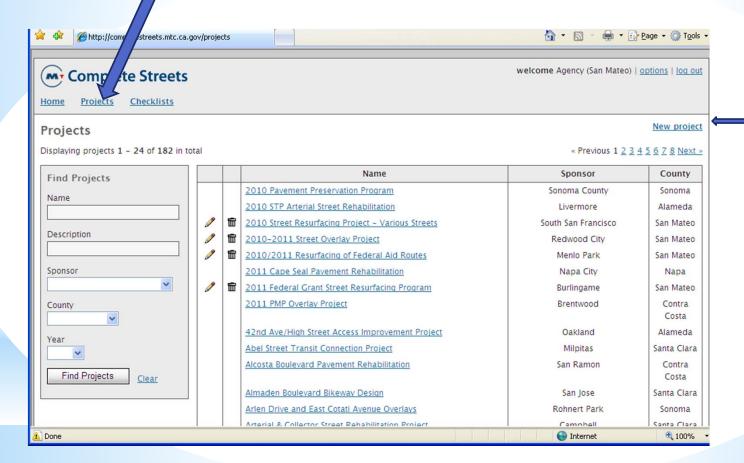
#### Local Agency Letterhead

ject	of	liance with California	Transport	owing local road re- tation Commission gr	habilitation project f uidelines.
cription:					
Street Road	From	LocalRoad Escility (Pavement, drainage structure, bridge, cut slope,	PPNO	Strategy (Resurfacing, chip seal, seal coat, restource, existing	Service Life (Years)
	+	embankment, etc.)		escitity, etc.)	
Partnership     The project	p Program (SLPP) in it is a cost-effective ;	project that supports t	he region'	s transportation plans	ning goals by
The project addressing and operate     The project the useful	p Program (SLPP) in it is a cost-effective; the region's long-st- ing the regions exist it consists of roadway life of the facility by overments made to bic	AB 268.  project that supports to anding "fix it first" ming local roadway and y rehabilitation, resurt	he region' aintenance transit sy facing, or	s transportation plans e policy and commits ystems. reconstruction that is	ning goals by next to maintaining estimated to extend
Partnershi The project addressing and operat The project the useful Any impro- least 15 ye	p Program (SLPP) in it is a cost-effective; the region's long-st- ing the regions exist it consists of roadway life of the facility by overments made to bic ears.	AB 268.  project that supports it anding "fix it first" ming local roadway and y rehabilitation, resurt at least 15 years.	he region' sintenance transit sy facing, or fety or mo	s transportation plans e policy and commits ystems. reconstruction that is obility is estimated to	ning goals by next to maintaining estimated to extend
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Partnershi The project addressing and operate. The project the useful. Any import least 15 ye. The work	p Program (SLPP) in it is a cost-effective; the region's long-st- ing the regions exist- in consists of roadway life of the facility by overments made to bio ears. does not degrade any Scation:	AB 268.  project that supports the anding "fix it first" ming local roadway and y rehabilitation, resurt at least 15 years.  cycle or pedestrian safety or georifies	he region aintenance transit sy facing, or facing or motor or metric a	s transportation plans e policy and commits ystems. reconstruction that is obility is estimated to	ning goals by ment to maintaining estimated to extend have useful life of a

- MTC still wants all projects to be entered into the Complete Streets Checklist
  - http://completestreets.mtc.ca.gov/
  - Similar to previous Cycle inputs but required earlier this cycle. (prior to project nomination)



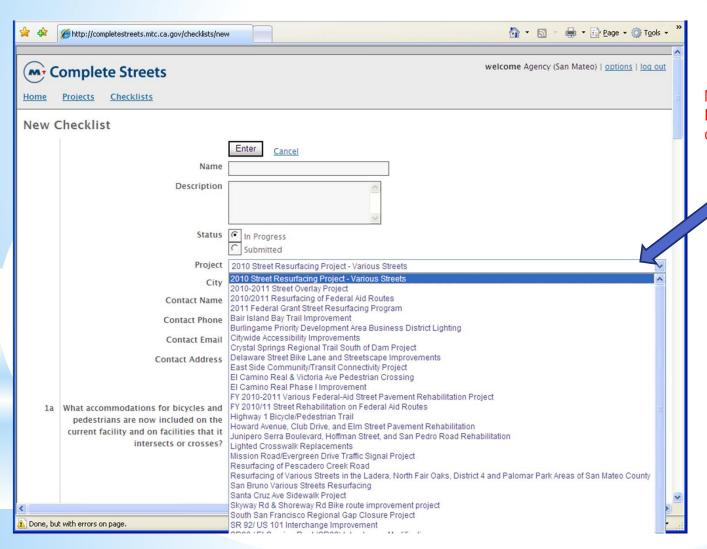
May need to select this to get the "New" Project option to show up



First input a New Project

"New" Checklist option to show up welcome Agency (San Mateo) | options | log out Complete Streets Next input in a New Checklist Checklists Projects New checklist Checklists Displaying checklists 1 - 24 of 260 in total « Previous 1 2 3 4 5 6 7 8 9 10 11 Next » Project Checklist City Status Find Checklists 2010 Pavement Preservation Program 2010 Pavement Preservation Sonoma Approved Name Program County 2010 Street Resurfacing Project - Various Streets 2010 Street Resurfacing South San Approved Project - Various Streets Francisco Status 2010-2011 Street Overlay Project Approved 2010-2011 Street Overlay Redwood City Project Project 2010/2011 Resurfacing of Federal Aid Routes Submitted 2010/2011 Resurfacing of Menlo Park Federal Aid Routes 2011 Cape Seal Pavement Rehabilitation 2011 Cape Seal Pavement In Napa City Rehabilitation Project Progress 2011 Federal Grant Street Resurfacing Program 2011 Federal Garnt Street Burlingame Approved County Resurfacing Program Citywide Overlay Project 2011 Federal Overlay At Santa Rosa Approved Various Locations Year 2011 PMP Overlay project Approved 2011 PMP Overlay Project Brentwood Star Intersection and San Pablo Avenue at 40th 40th Street and San Pablo Approved Find Checklists Clear Street Transit Hub Bicycle/Pedestrian Avenue Internet 100% Done, but with errors on page.

May need to select this to get the

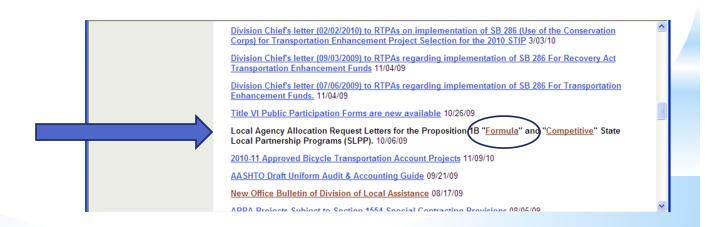


Make sure this matches the Project Name that you created in the previous slide

## \*Allocation

- Allocation Process for State Only SLPP funds.
  - Self Certify CEQA
  - Self Certify Right of Way
  - Certify your own Plans/ Specifications/ and Estimate
  - Request for Funding Allocation (SLPP-F Project)
    - EXHIBIT SLPP-F-new http://www.dot.ca.gov/hq/LocalPrograms/index.htm







Division of Local Assistance

EXHIBIT SLPP-F-new Request for Funding Allocation (SLPP-F Project)

#### REQUEST FOR FUNDING ALLOCATION STATE-LOCAL PARTNERSHIP PROGRAM - FORMULA (SLPP-FORMULA) PROJECTS

#### Local Agency Letterhead

To: (DLAE Name)
District Local Assistance Engineer
Caltrans, Office of Local Assistance
(District Address)

#### PPNO, Proj. No& EA are generated by Caltrans/ CTC

PPNO: None
DLA Project No.:
EA (multiphase).
(Brief Project Description)
(Location)
(County)
Assembly District:
Senate District:

Date

Dear (DLAE Name):

This project is on the local highway system. We request that the California Transportation Commission (CTC) allocate (total dollar amount of this request) of Proposition 1B Bond State-Local Partnership Program - Formula, (SLPP-Formula) funding for this project.

This is the nomination date and cycle (Cycle 5?)

Indicate cycle and date that the above project was adopted by the CIC\_Cycle No:-\_\_& Date:\_\_\_

We agree to fund any increase in the project cost from the time of application.

#### Project Description:

Enter description of project location and scope from the Project Nomination Information submitted to the CTC at the time of applying for these funds.

Should match the PPR description/Location •

Output Outcome:

Enter action(s) to be taken and quantifiable benefits or results.

#### A. Fund Allocation Summary

SLPP-Formual (as	adopted programme	Fund Allocation			
Project Component	Amount	Fiscal Year	Previous	This Request	Total
Construction	\$	/	\$	\$	\$
Total	\$		\$	\$	\$

## \*Allocation

- Attachments to this request for funding allocation:
  - Formula Grant SLPP Project Application/Nomination
  - Local Road System Improvement **Project Certification**
  - Notice of Exemption or copy of agency letter to CTC (This is your CEQA Exemption)
  - Finance Letter (refer to sample letter format in Local Assistance Program Guidelines Exhibit 23-C (for State-only funded projects) or Exhibit 23-D (for State/Federal funded projects))
  - Others (as required, e.g. Preaward Audit Request or Audit Disposition letter)
    - Pre-award audit is needed for consultant contracts >\$250,000
  - NEPA environmental document (if applicable) and FSTIP Sheet (if applicable).

Division of Local Assistance

Fyh SI PP-F new Request for Funding Allocation (SLPP-F Project)

	If "Yes", then what is the status of preaward audit?
	Completed (attach "Audit Deposition Letter")     To be completed by Caltrans (send "Presward Audit Request Letter" to DLAE)
	To be completed by Cartrans (send Preaward Audit Request Letter to DLAE)  To be completed by local agency or hired "Certified Public Accountant" at a later date (submit Audit and
	Deposition Letter to DLAE prior to entering into consultant contract).
G.	Committed required dollar for dollar match and supplementary funding for full funding
	We certify that we have the required dollar for dollar match (local transportation tax or fee) and the supplementary funding for full funding of the project component as follows: Local Match funds total: \$Supplementary federal funds total: \$
H.	Allocation of Funds
	We request that the Commission allocate these funds at the
	We understand that the SLPP-Formula Program requires a match of one dollar of eligible local matching funds for each dollar of SLPP program funds.
I.	Local Assency Certification
	An authorized representative of the implementing agency must sign the request. This Request for Funding Allocation has been prepared in accordance with the State-Local Partnership Program Guidelines adopted by the California Transportation Commission on [indicate AM/YYYY]. I certify that the information provided in this request is accurate and correct. Tunderstand that if the required information has not been provided this form will be
	returned and the funding allocation may be delayed. Please advise us as soon as the fund allocation has been approved.
	You may direct any questions toatat
	(pame) (phone number) Signature Title Date:
	Signature Date
	EXPENSE OF THE PROPERTY OF THE
J.	Caltrans District Local Assistance Engineer Acceptance

#### J. Cal

I have reviewed the information submitted in the Request for Funding Allocation and agree it is complete and has been prepared in accordance with the State-Local Partnership Program Guidelines adopted by the California Transportation Committeen.

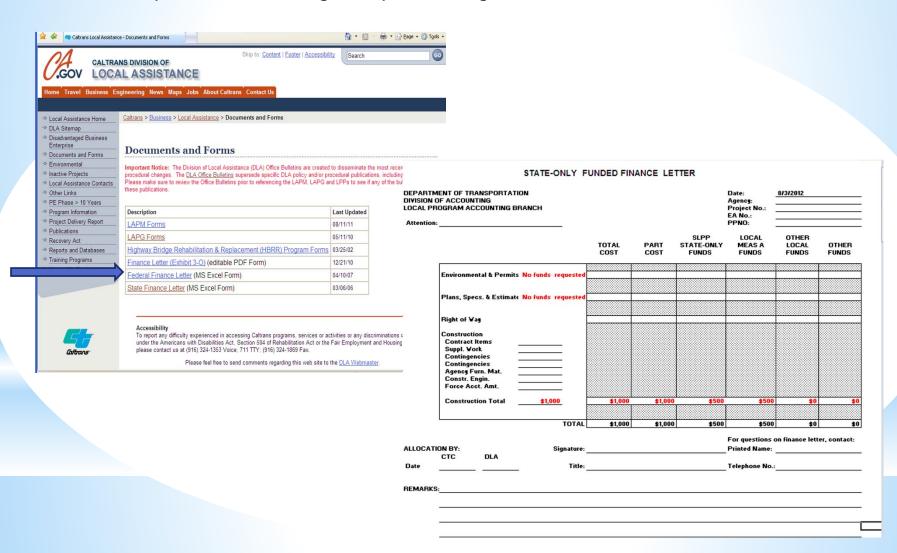
Signature	 DLAE_	Date:	

- Attachments to this request for funding allocation:
   Formula Grant SLPP Project Application/Nomination
- Notice of Exemption or copy of agency letter to CTC
- Finance Letter (refer to sample letter format in Local Assistance Program Guidelines Exhibit 23-C (for State-only funded projects) or Exhibit 23-D (for State-Federal funded projects))
- Others (as required, e.g. Preaward, Audit Request or Audit Disposition letter)
- NEPA environmental document (if applicable) and FSTIP Sheet (if applicable).

PLEASE NOTE: THE DIVISION OF LOCAL ASSISTANCE CAN ONLY REQUEST AN ALLOCATION FOR SLPP FUNDED PROJECTS ON THE LOCAL HIGHWAY SYSTEM. The DLA does not process requests for SHS or transit projects.
Distribution: (1) Original on 1 copy to DLAE

# \*Allocation

- Use the State Only finance letter
  - http://www.dot.ca.gov/hq/LocalPrograms/forms.htm



	V										Notice	of Exemption				
7	*Alloca	tic	n								To: 🗆	Office of Planning and Res 1400 Tenth Street, Room 1 Sacramento, CA 95814	earch 21	From:	(Public Agen	cy)
												County Clerk		_		(Address)
	STATE-ONLY F	IINDED EIN	IANCE LE	TTER				ľ				County of		_		
		ONDED I III	ANOL LL	I I LIK												
DIVISION OF ACC	F TRANSPORTATION				Date: Agency:	8/3/2012		_			Project Ti	Ha-				
	M ACCOUNTING BRANCH				Project No.: EA No.: PPNO:			_			-	ocation - Specific:				
Attention:				SLPP	LOCAL	OTHER		-								
		TOTAL COST	PART COST	STATE-ONLY FUNDS	MEAS A FUNDS	LOCAL	OTHER FUNDS				Project Lo	ocation - City:		Project I	Location - C	ounty:
					1 01120			***			Description	on of Nature, Purpose, and	d Beneficiaries o	f Project:		
Enviro	onmental & Permits No funds requested															
Plans	s, Specs. & Estimate No funds requested															
											Name of F	Public Agency Approving	Project:			
-	of Vag							***				Person or Agency Carryin				
Con	truction tract Items														1	
Con	pl. Vork tingencies															
Agei	ncy Furn. Mat.								Locat	L ROAD SYSTE	ur Tampe	VENENT				
Ford	str. Engin. ce Acct. Amt.									PROJECT CERT						
Con	struction Total \$1,000	\$1,000	\$1,000	\$500												
	TOTAL	\$1,000	\$1,000	\$500						Local Agency I	.etterhead				-	
	101112	<b>4</b> .,555	<b>\$1,000</b>		For q	To:	(San Mateo (Address)	County Tr	ansportation	on Authority-Nomi	nating Ag	ency) Date			-	
ALLOCATION BY:	: Signature: DLA				Printe										elephone/Ex	tension:
Date	Title:				Telep	The	City/County	of	in compli	submit	s the foll	owing local road rehab	ilitation project	for		
REMARKS:								project to t	compin	ance with Carrollina	· · · · · · · · · · · · · · · · · · ·	anon Commission gale			the project	?
HEMARKS:					$\neg$		iption; <u> </u>									Title:
					$\neg$	St.	reet/Road	From		LocalRoad	PPNO	Rehabilitation	Service Life		OPR:	
								to	- 1	Facility (Pavement,		Strategy (Resurfacing, chip	(Years)			
										drainage structure, bridge, cut slope,		seal, seal coat, restoration of existing				
						$\vdash$				embankment, etc.)	_	facility, etc.)			_	
						Ther	roject listed a	nova maats	the follow	wing standards:				Ь		
т.	his is our form t	hat ic				•	Partnership	Program (S	SLPP) in A	AB 268.	al road sy	stem as legislated for the	State Local			
							The project	is a cost-eff	fective pr	roject that supports	the region'	s transportation planning	g goals by			
n	eeded to certify	the p	roject				addressing and operation	the region's ag the regio	long-stan	nding "fix it first" n ng local roadway an	aintenano d transit s	e policy and commitmen ystems.	t to maintaining	1		
n	er CTC SLPP quid	deline	\$		7							reconstruction that is est	imated to exten	A		
P	o. 010 02.1 guit						the useful l	ife of the fa	cility by a	at least 15 years.	acting, co	Total and the second	marca to brian	-		
									de to bicy	cle or pedestrian sa	fety or mo	obility is estimated to have	re useful life of	at		
							least 15 year									
						•	The work o	loes not deg	rade any e	existing safety or ge	ometric a	spect of the facility.				
						City	County Certifi	cation:								
						The (	City/County)			certifies	the proje	cts listed above meet the	California Stat	e		
						Local	Partnership P	rogram (SL	.PP) progr	ram guidelines.						
						City	County Signat	ure:		Title			<del>-</del> -			
						Signs	ture:			Title:		Date				

Appendix E

Revised October 1989 APPENDICES • 151

elephone/Extension: the project? Yes No

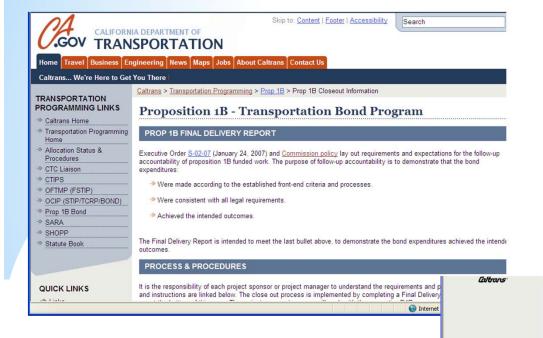
## \*AWARD

- Timely Use of Funds
  - Award within <u>6 months</u> of allocation date unless the CTC grants an extension.
    - Extension request submit an extension request 2-3 months before the award deadline to get on CTC agenda and get approval before deadline.
  - Must expend all funds within <u>36 months</u> of contract award.
- Quarterly Reports
  - Caltrans will require the implementing agency to submit <u>quarterly</u> reports on the activities and progress made toward implementation of the project.
    - An account will be set up for each project applicant via Local Assistance Online Data Input System (LA-ODIS)

# \*Close Out

- Final Delivery Report
  - Within six (6) months of the project becoming operable, provide a final delivery report to the Commission
    - scope of the completed project,
    - final costs as compared to the approved project budget,
    - duration as compared to the project schedule in the project agreement, and
    - performance outcomes derived from the project as compared to those described in the project agreement.
  - Templates are located and downloadable at: http://www.dot.ca.gov/hq/transprog/ibond/prop1b\_closeout.htm
    - State-Local Partnership Program Account (SLPP)
      - Final Delivery Report

# \*Close Out



Final Delivery Report

\*\* Responsibility Matrix - List of persons responsible for program coordination.

#### CLOSEOUT TEMPLATES BY FUNDING PROGRAM

Select the template appropriate to the funding program for your project. Follow instructions in Procedures Guide above.

- \*\* Corridor Mobility Improvement Account (CMIA)
- → State Route 99 Corridor
- \*\* Trade Corridor Improvement Fund (TCIF)
- → STIP Augmentation
- \*\* Intercity Rail Improvement (IRI)
- \*\* Local Bridge Seismic Retrofit Account (LBSRA)
  - -» Final Delivery Report
  - Supplemental Final Delivery Report
- \*\* Highway-Railroad Crossing Safety Account (HRCSA)
- \*\* Traffic Light Synchronization Program (TLSP)
- State-Local Partnership Program Accunt (SLPP)
  - ->> Final Delivery Report
  - \*\* Supplemental Final Delivery Report



### Final Delivery Report

	FINA	L DELIVERY	REPORT	
	State-Lo	cal Partnership	Program	
The submitting agency will i	be responsible for ma	intaining document	i ation of the information	entered on this report.
Please type your res	sponse, handwritte	en reports will no	ot be accepted ]	
. Project Information	n		Date	:
Project Title:				
Program Funded So	urce: Competitive			
	Formula			
Location:				
County:		City:		Zip Code:
3. Contact Informatio	n			
Local Agency:			Caltrans District Num	ber:
Contact Person:			Phone	:
Email Address:				
C. Cost		1		
J. COSC	Adopted Program	Current Approved	Actual Expended	Net Difference
	Amount (\$)	Amount (\$)	Amount (\$)	(Dollars)
Environmental:				
Total Amount				\$0
Design				
Total Amount				\$0
Right of Way				
Total Amount				\$0
Construction				
Local				\$0
SLPP				\$0
Federal				\$0
Other				\$0
Right of Way - Capits	لد			
Total Amount				\$0
Construction - Capita	J			
Total Amount				\$0
D. Schedule			T	1
J. Joneans	Adopted Program Date	Current Approved Date	Actual Begin/End Date	Net Difference (Months)
Environmental Phase				
Begin				
End				
Design (PS&E) Phase				
Begin				
End				
Right of Way Phase				

	Project Benefits		
10.5	cribe and compare project benefits with those included	in the approved	PPR agreement.
_			
7	Differences/Yariances		
	cribe differences/variances (if ang) between approved s	scope, cost, sch	edule, and actual.
	Lessons-Learned/Best Practices		
29	oribe lessons-learned and best practices for future proj	jects .	

## \*SLPP Process Information

- Find this presentation at:
  - http://www.ccag.ca.gov/Call4prj\_rfp.html
- For Questions call:
  - Jean Higaki 650-599-1462
  - SLPP Local Assistance Area Engineer is Kevin Tran at kevin\_t\_tran@dot.ca.gov